



GRADUATE ASSISTANT CHECK-OUT PROCEDURE
(To be submitted by graduate assistants completing or withdrawing from an assistantship)

Name: _____

Banner ID: _____

A Graduate Assistant whose contract expires should clear all financial obligations to the University and return all University property. (Please be aware that any obligations must be cleared to prevent the holding of your degree.)

A PHYSICAL SIGNATURE IS REQUIRED FROM EACH LISTED DEPARTMENT.

Signatures

- (a) **STUDENT FINANCIAL SERVICES** – any financial obligations _____
- (b) **LIBRARY** - return of withdrawals _____
- (c) **TEXTBOOK SERVICES** - (supervisor may verify for non-teaching assistants) _____
- (d) **DEPARTMENT CHAIRPERSON** - grade-books and all other University owned supplies, books, and equipment _____
- (e) **FACILITIES MANAGEMENT** - return keys if you are leaving (supervisor may sign if you are staying) _____
- (f) **ACCOUNTING SERVICES** _____
- (g) **ACCOUNTS PAYABLE** _____
- (h) **HUMAN RESOURCES** – return ID _____

**PLEASE FORWARD THE COMPLETED FORM TO THE HUMAN RESOURCES
OFFICE
ACADEMIC HALL – ROOM 012**